



DAVE YOST

OHIO ATTORNEY GENERAL



Ohio Peace Officer Training Commission
Office 800-346-7682

SUBJECT MATTER EXPERT APPLICATION FOR CURRICULUM REVISIONS

(*Please note: This is not an OPOTC instructor application.)

Identifying Subject Matter Experts (SMEs)

- **Qualifications:** SME individuals and/or groups will be comprised of industry professionals and persons who can provide unique perspective to a topic (e.g., law enforcement personnel, attorneys, educators, industry leaders, etc.).
 - Peace Officers – Must be *current* in their role, or removed from that role at a minimum of 2 years.
 - If Peace Officer expertise falls outside this parameter, a short explanation shall be provided as to why the person should still be considered a SME.
 - Academic – Must be an expert in their field with a minimum of 5 years of experience.
 - Expert - a person who has a comprehensive and authoritative knowledge of or skill in a particular area.
 - Community Advocacy Groups – Recommendation from advocacy group Director or organizer/founder.
- **Documents:** A completed application, which includes a confidentiality agreement and current resume/vitae is required (see attached).

Expectations of SMEs

- **Participation:** Participation includes attendance (in person or via teleconference) at SME meetings, providing requested information, and/or electronically reviewing/revising work product.
 - Failure to participate in the SME process may result in compensation being denied, dismissal from the SME panel, or removal from future SME consideration.
- **Purpose:**
 - A SME will create content, design/construct case studies and scenarios, provide course objectives, identify student performance objectives, determine acceptable performance levels, provide guidance regarding instructor qualifications and/or instructor updates, indicate appropriate instructor to student ratios, and provide input when determining course hours.
 - A SME will assure technical accuracy, provide facts and details based on current industry best practices, define procedures or standards, understand language/terms/jargon in their area of expertise, understand/describe effective decision-making skills and/or associated shortcomings, know/describe how and why things are done, and ensure content meets the needs of the stakeholders, legislation, policies, standards, and best practices.
 - A SME will communicate concepts clearly, provide current and relevant source documentation/research/materials, be an active participant in the development process, be assured and forthcoming sharing their knowledge, provide respectful and thorough feedback, be available for questions, and be future oriented.
 - A SME will possess a deep understanding/knowledge of a particular subject, demonstrate expertise in their field (e.g., advanced degree in subject, current licensure, published articles in respected well-known academic/professional journals, experience presenting or giving lectures in their area of expertise), demonstrate current and complete knowledge of subject through continuous study, possess time management skills.

Although the expertise, and therefore the purposes, of the SMEs and Curriculum Development staff differ, their purposes complement each other and contribute to the final product. Recommendations will be made for Student Performance Objectives (SPOs); unit/topic additions, deletions and merges; name changes; hours; ratios; skill and mandatory attendance topics; instructor qualifications; and instructor updates, with a request for adoption into current curriculum by the OPOTC.

If you have any specific questions, please do not hesitate to contact the Curriculum Development section at OPOTAcriculum@OhioAGO.gov or call 740-845-2700.

Sincerely,

A handwritten signature in black ink, appearing to read "E. Wilson". The signature is fluid and cursive, with a large initial "E" and a stylized "Wilson".

Dr. Erica E. Wilson
Director of Curriculum Development
Ohio Peace Officer Training Commission



Subject Matter Expert Application Form

SME APPLICANT INFORMATION

Title/Rank: _____ Name: _____

Employer: _____

Office Phone: _____ Cell Phone: _____

Preferred Mailing Address: Home Office

Street: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

EDUCATION

List relevant degree(s) and/or certification(s), and the granting institution(s):

_____ Date Issued: _____

_____ Date Issued: _____

_____ Date Issued: _____

EXPERIENCE

Current Job Title: _____

Years in Current Position: _____ Years in Law Enforcement: _____

Other Relevant Training or Experience: _____

****SUBMISSION OF YOUR MOST CURRENT RESUME/VITAE IS REQUIRED****

SME CONFIDENTIALITY AGREEMENT

It is the policy of the Ohio Attorney General's Office, the Ohio Peace Officer Training Commission, and the Ohio Peace Officer Training Academy that all volunteers, contracted personnel, and staff respect and maintain complete confidentiality in discussions, deliberations, and communications regarding the development of any and all curriculum, test questions and examinations, and results of such. Any reproduction of material is strictly forbidden.

In order to ensure complete confidentiality and integrity of the test development process, it is the responsibility of all volunteers, contracted personnel, and staff not to disclose any information relating to specific questions, procedures, or materials to any unauthorized person.

I hereby agree that I will not record, copy, or otherwise disclose any information or materials, as provided above, to any unauthorized person.

By checking this box, I acknowledge that I understand and accept the above agreement. Date: _____

Peace Officer Basic Training

PLEASE CHECK ANY TOPIC(S) OF SUBJECT MATTER EXPERTISE

Unit 1 – Administration

Introduction to Basic Training
Introduction to Policing
Fundamentals of the CJS
Comm. Diversity & Procedural Justice
Ethics & Professionalism
Below 100
Report Writing

Unit 2 – Legal

Legal Basics
Crimes Against Persons
Crimes Against Property
Crimes Against the Adm. of Safety & Justice
Other Offenses
Arrest, Search, & Seizure
Civil Liability & Use of Force
Testifying in Court

Unit 3 – Human Relations

Interacting with the Media
Blue Courage
Domestic Violence
Crisis Intervention
Child Abuse & Neglect
Missing Persons & Human Trafficking
Juvenile Justice System
Responding to Victims' Needs & Rights

Unit 4 – Firearms

Unit 5 – Driving

Unit 6 – Subject Control Techniques

Subject Control Techniques
Impact Weapons

Unit 7 – First Aid/CPR/AED

First Aid/CPR/AED
Critical Injury First Aid

Unit 8 – Patrol

Patrol Aspects & Overview
Companion Animal Encounters
Building Searches
Stops & Approaches
Vehicle Theft & Identification
Gang Awareness
LEADS
Booking & Handling
OHLEG

Unit 9 – Civil Disorders

Unit 10 - Traffic

Introduction to Traffic
Motor Vehicle Offenses
Traffic Crash Investigation
Uniform Traffic Ticket
NHTSA Speed Measuring Device
Traffic Direction & Control
NHTSA SFST

Unit 11 - Investigation

Crime Scene
Digital Evidence
Police Photography
Tracing Stolen Property
Drug Awareness
Lineups
Gambling
Surveillance
Interview & Interrogation

Unit 12 – Physical Conditioning

Physical Fitness & Conditioning
Critical Incident Stress Awareness

Unit 13 – Homeland Security

HazMat & WMD Awareness
Bombs & Explosives
Terrorism Awareness
Incident Command System
National Incident Management System

Subject Matter Expert Application Form

PLEASE CONSIDER SUBMITTING A SHORT EXPLANATION DESCRIBING YOUR INTEREST FOR
CONSIDERATION AS A SME